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2023-2024 Los Medanos Community Health

Request for Proposal (RFP)
Annual Award Amount: Up to $50,000
Proposal Due Date: Thursday, November 17th, 2023

Greetings Los Medanos Health Area Community Partners!

Contra Costa Health and the Los Medanos Health Advisory Committee are excited to announce the 2023-2024 Los Medanos Health Area Service Contracts. We are currently seeking proposals from community organizations interested in providing direct health programs designed to support initiatives that contribute to the improvement of community health and well-being to the residents of the Los Medanos Health Area (formerly the Los Medanos Community Healthcare District). We invite your organization to participate and apply for this opportunity to bring your impactful health-related projects to life. Applicants may submit proposals for Service Contracts of up to $50,000 in funding per year for the 23-24 and 24-25 funding cycles.

Applicants may submit proposals for single- or two-year service contracts. Most proposals accepted will be up to $50,000 in funding per year. Requests over $50,000 will require additional approval from the Contra Costa County Board of Supervisors and will only be considered for projects that address significant and emergent health needs of the Los Medanos Health Area.

Background and Service Contract Program Overview

Contra Costa Health, and the Los Medanos Health Advisory Committee have been directed by the Contra Costa Board of Supervisors to solicit proposals from service providers that are interested in participating in the Los Medanos Health Area Service Contract Program (the "Program") and are capable of addressing the priorities outlined in this notice. Funding for service contracts will be provided from a special fund established by the Auditor-Controller, at the direction of the Board of Supervisors, that is used to segregate the property tax revenue received by the County as a result of the dissolution of the Los Medanos Healthcare District. The funds collected by this property tax will be used for addressing health disparity within the Los Medanos Health Area. The advisory committee will recommend a list of proposed service contractors along with contract amounts to the Board of Supervisors for final approval.

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The 2023-2024 Service contract Program is a testament to our commitment to fostering a healthier, happier, and more vibrant community. We believe that a healthy community is the cornerstone of progress and prosperity, and we are dedicated to supporting projects that address critical health issues and create lasting change. Applicants receiving awards must be able to modify their budgets and proposed services should the actual allocation be different than the amount proposed. Final contract amounts will be determined by the Board of Supervisors.

Description of Services to be Funded

The Program will support activities that meet one of the program goals listed below. All activities should be provided only within the bounds of the Los Medanos Health Area (see attached map).

1) Improve the availability of and/or access to affordable healthcare services (e.g. elder care, health related clinics, and linkage to care).
2) Provide mental health awareness, education, and prevention programs (e.g. depression, anxiety, stress, and suicide prevention).
3) Provide awareness, education, and prevention programs targeted at chronic disease (e.g. cardiovascular disease, diabetes, asthma, food security).
4) Provide service or access programs for the unhoused, prioritizing families and children.
5) Provide substance use awareness, education, and prevention programs (alcohol, drugs and tobacco)

Qualifications, Eligibility, and Funding Restrictions

Eligibility is limited to not-for-profit (501c3) community-based organizations, hospitals or public health agency service providers. To be eligible for funding, applicants must:

- be based in Contra Costa County,
- demonstrate sufficient capacity to provide services within the Los Medanos Health Area to meet the programmatic objectives,
- demonstrate fiscal stability. An agency with outstanding federal/state tax obligations is not eligible to apply for funding.

Funds may not be spent on building/facilities improvements or to make payments for recipients of services.

Contractual Obligations

The award will result in a contract for services after final approval by the Board of Supervisors and negotiations with the Los Medanos Advisory Committee (LMHAC) Program Manager regarding the work plan and final budget. There are general conditions, including Health Insurance Portability and Accountability Act (HIPAA) and insurance and indemnity requirements, which are common to all county contracts. A copy of these conditions is available upon request from the LMHAC Program Manager. Service contracts also require that contractors submit financial documentation with their invoices for payment. Contractors also need to provide an Employer Identification Number (EIN) and current W9.

Required Format of Application

Funding Application Cover Sheet (Appendix A)

Agency Capability – Three (3) pages maximum

a. Provide a brief history and description of your agency.

b. Explain the agency's experience and involvement with the community of the Los Medanos Health Area.

c. Describe any direct services currently provided within the Los Medanos Health Area and the length of time these have been offered by the agency.

d. Describe the qualifications of project personnel, including those providing direct services and supervisory staff.

Proposed Project Budget – Three (3) pages maximum (Appendix B)

The application must include a line-item budget, which includes a narrative justification (see attached form) explaining how each line item will be expended. There is a cap of 10% on all administrative charges. Routine administrative charges may include Director's time, agency rent and utilities, payroll, audits, maintenance, telephone, and other shared program costs. The project budget should include information on other sources of program

revenue. Applicants will be required to maintain written documentation, including legible invoices and canceled checks.

Service Continuity Plan: **One (1) page maximum**

The applicant must describe in detail how and with what frequency services will be conducted when a staff vacancy or other disruption of service occurs within the program. Consider the following example questions:

1. What will be done to minimize interruption?
2. Which services will be prioritized during the period and why?
3. Who will be responsible for which aspects of service delivery?
4. Who will provide supervision?
5. How will clients be notified?

Additional Supporting Documentation if applicable to service delivery

a. **Tax-exempt status** determination letters from the Internal Revenue Service and/or the State of California.
b. **Job Descriptions** for any primary positions to be funded under the proposed project. These should include educational/experiential qualifications for the position, as well as job duties and responsibilities.
c. **Resumés or statements of qualifications** of primary staff funded under the proposed project as well as any supervisory staff, even if not funded under this service contract. If a prospective candidate has been identified, but not yet hired for a position to be funded, include their resumé. Resumés should reflect an individual's current job status. Proposals should not include resumés of individuals not involved in the proposed project.
d. **Memoranda of Understanding and Letters of Collaboration** may be included but must be project specific.
e. **Past Performance/Contract History-** Applicants are encouraged to list those contracts that are most relevant to the service category applied for.
f. **List of Board of Directors** - including affiliations and city of residence.
g. **Organization Chart** – including current staff names, their position with the agency, and % FTE dedicated to the project.
h. **Agency's current operating budget**

***Additional documentation may be required to complete the contracting process.**

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Application Deadline

Please submit your proposal via e-mail to Ernesto.delatorre@cchealth.org electronically time stamped no later than **4:00 p.m. on Friday November 17th, 2023.** The documents must be standard (8x11 letter sized) pages and saved in PDF format. An e-mail confirming receipt will be sent to all applicants.

Review Process & Criteria

- **Administrative Review:** Contra Costa Health staff will review all submitted proposals to ensure they are complete and in compliance with instructions stated in this RFP. Proposals not conforming to the specified instructions or are incomplete will not be accepted. Additionally, Contra Costa Health staff may conduct a physical site visit to observe the facility and/or program location.
- **Review of Proposed Program:** The Los Medanos Health Advisory Committee will evaluate and determine a preliminary score for each proposal, based on the guidelines listed below in "Review and Award Criteria." Preliminary scores will be combined to determine a ranking for all proposals. Award recommendations will be presented to the Contra Costa Board of Supervisors for final review.
- **Contra Costa Board of Supervisors Program Review:** During a regular meeting the Board of Supervisors will review the recommendations and rationale for funding decisions and will determine the award amounts for each program. All final funding decisions will be made by the Board of Supervisors.
- **Notification of Award:** Each agency submitting a proposal will be informed in writing of the funding decision.

Review Criteria

Applicants are encouraged to use the questions listed below to guide the content of their proposal. Keep in mind that reviewers may not be aware of your proposed program or your agency's experience in the Los Medanos Health Area or in Contra Costa County. A total point value for each proposal will be given per reviewer and averaged. The maximum score is 150 points.

Project Design and Methodology – 25 points

- Is the project design well-structured and logically organized?
- Are the methods and strategies proposed appropriate for achieving the stated objectives?
- Is there a clear timeline for project implementation, including key milestones and activities?

Impact and Benefits – 25 points

- Does the proposal clearly outline the potential positive impact on health outcomes?
- Are the expected benefits well-defined and realistic given the proposed activities?
- Does the proposal include a plan for evaluating the project's impact and outcomes?

Alignment with program objectives and priorities - 20 points

- Does the proposal clearly align with the goals and priorities of the service contract program?
- Are the project's objectives specific, measurable, achievable, relevant and Time-bound (SMART)?
- Does the proposal demonstrate a clear understanding of the health issue being addressed?

Feasibility and Sustainability - 20 points

- Does the proposal demonstrate that the project is feasible within the stated timeframe and budget?
- Are the resources, expertise, and partnerships required for project success adequately described?
- Is there a plan for sustaining project outcomes beyond the service contract period?

Budget and Resource Management - 20 points

- Is the budget well-structured, with clear allocations for different project components?
- Are the costs reasonable and justifiable in relation to the proposed activities and outcomes?
- Are potential sources of matching funds or in-kind contributions identified?

Innovation and Creativity - 15 points

- Does the proposal present innovative or creative approaches to addressing the identified priority?

- Are novel strategies or technologies proposed that could lead to significant impact or change?

Collaboration and Partnerships - 15 points

- Does the proposal demonstrate meaningful collaboration with relevant stakeholders?
- Community members, community-based organizations, healthcare providers, or county agencies?
- Are partnerships well-established and likely to enhance the project's success and impact?

Clarity and Quality of Presentation - 10 points

- Is the proposal well-written, organized, and free from grammatical errors or unclear language?
- Are all sections of the proposal clearly labeled and adequately addressed?
- Are supporting documents provided in a professional manner?